

Minimum Qualification Specifications
for the Classes:

DUPLICATING MACHINE OPERATOR II & III
(DUPLICATING MACHINE OPTR II & III)

Basic Education/Experience Requirements:

One-half (1/2) year of work experience which required the ability to read, comprehend and apply written directions, or a high degree of verbal skill. Graduation from high school or equivalent, may be substituted for the required basic experience.

Experience Requirement:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the paragraphs below and in the amount indicated in the following table:

Level	Specialized Experience (Years)	Supervisory Experience (Years)	Total (Years)
Duplicating Machine Operator II	1	0	1
Duplicating Machine Operator III	2	0	2

Specialized Experience: Progressively responsible work experience in the operation of two (2) or more types of duplicating machines and auxiliary equipment (e.g., collators, staplers, binding machines, etc.)

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be

established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

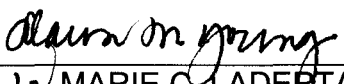
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specification for the classes DUPLICATING MACHINE OPERATOR II & III (DUPLICATING MACHINE OPTR II & III), approved on March 18, 1977.

DATE APPROVED: OCT 05 2010



for MARIE C. LADERTA
Director of Human Resources Development